



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

19 Sep 97

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-46, Changes to FORSCOM Pamphlet 715-9, Contract Management Review (CMR) Guide (Redbook)

1. Reference FORSCOM Handbook, "A Guide for Success", Forces Command Contracting Management Reviews, 31 Jul 96.
2. The Contracting Management Review (CMR) committee is actively working to update the CMR guide. We hope to incorporate changes in acquisition regulations and policy since Jul 96 and publish final as an electronic document (Pam 715-9) by the end of Oct 97.
3. Planned changes include:
 - a. Update regulation cites and delete requirements that are obsolete;
 - b. Incorporate SARDA's eight special interest areas for FY 98 (encl);
 - c. Revise report format;
 - d. Change from three to five ratings;
 - e. Incorporate purchase card program changes;
 - f. Include Chief of Staff guidance on master contracts (AFLG-PROM memorandum, 25 Mar 97, subj: Credit Card Expansion - Establishment of Master Agreements);
 - g. Add coverage on management of undefinitized contractual actions;
 - h. Address Acquisition Reform issues;
 - i. Update Commercial Activities;
 - j. Incorporate legislative changes; and

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k. Add guidance as needed from FY97 CILs.

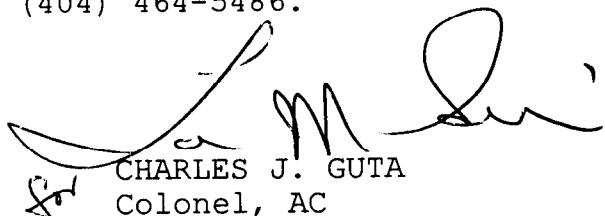
4. Management team (Suzy Lyon/Pat Boterweg) has the overall responsibility for the finished product. The following individuals, phone numbers, and areas of responsibility are provided so that you can discuss proposed changes directly with the appropriate action officer:

<u>NAME</u>	<u>DSN</u>	<u>REDBOOK SECTION</u>
Suzy Lyon	367-5407	Chapters 1 - 3
Pat Boterweg	367-5486	IMPAC/micropurchases
Gail Burrell	367-6787	Simplified Acquisitions
Julie Grace	367-5690	Formal Contracts
Joan Sylvester	367-6237	Contract Administration
Brenda Good Miller	367-6224	Nonappropriated Funds
Judy Armstrong	367-5559	Commercial Items and Acquisition Reform

5. The draft Pam 715-9 is available on the FORSCOM Contracting Home Page. Your comments are appreciated

6. For additional information, please contact Pat Boterweg, DSN 367-5486, commercial (404) 464-5486.

Encl



CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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AUG 26 1997



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

21 AUG 1997



SARD-PR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Areas of Special Interest for FY 98

Last December you received guidance on areas of special interest to Army Senior Leadership. Over time, focus and emphasis change within the Army and new issues and interests develop. Attached are areas I consider to be important for fiscal year (FY) 98 and should be emphasized by Army procurement offices.

The Procurement Management Assistance Program (PMAP) is designed to provide management consultant services to enhance and assist the Army procurement process to achieve the efficiencies and effectiveness required to ensure the continued technical superiority of the Army of the 21st Century. To ensure continual improvement in the procurement process, the PMAP will assess progress in these special areas of interest. Principal Assistants Responsible for Contracting (PARCs) should also address these areas when reviewing their subordinate contracting offices.

The point of contact for the PMAP is Geneva Halloran, DSN 761-7566, Commercial (703) 681-7566, E-Mail hallorag@sarda.army.mil.

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

Attachment



File

Deputy Assistant Secretary of the Army (Procurement) Primary Areas of Interest:
(Underlined print represents additions or changes to the FY 97 guidance)

Strategic Planning - Principal Assistants Responsible for Contracting (PARCs) are responsible for establishing a procurement plan, outlining goals, objectives and appropriate metrics to measure expected outcomes, which supports Army and Command vision and goals. PARCs must also participate in strategic planning for Acquisition Reform (vision, goals, objectives, plans and metrics). Contracting offices should prepare a procurement plan that supports the Command and PARC Plan.

Metrics - The establishment and maintenance of meaningful metrics is key to measuring and monitoring progress in the accomplishment of Army and Command goals and objectives. Metrics should include cost savings and should be posted to websites for easy access by the acquisition workforce and by management at the Command level and at Headquarters level. The availability of metrics on the website will allow the PMAP Team to monitor and collect data without placing an arduous tasking on the OPARCs. Additionally, it will provide a valuable feedback and communication tool for the workforce.

Performance Based Contracting - How well are commands implementing performance specifications and performance based service contracting. How is it being measured for success?

Contracting Career Management - Internship programs, innovative programs, cross-training, education and training – what steps are being taken to enable the entire contracting workforce to obtain their Bachelor's Degree and Master's Degree. What program is in place to assure that each individual obtains a minimum of 40 hours of technical (contract/procurement/acquisition) training each year. What program do you have in place to assure that all contracting officers will attend Army Management Staff College and/or Command and General Staff Officer Course.

Acquisition Reform Initiatives - Status of implementation, identification of innovative local initiatives, etc.

Best Value Contracting - What is being done in this area? Progress, metrics, educate the workforce, etc.

Automation of Contracting Offices - Posting of BPAs and IDIQs on the Army's Electronic Catalog. Status of office automation within the contracting offices, access to the Internet, EC/EDI, and sharing of solutions with other MACOMS/MSCs.

Government Property in the Possession of Contractors - Emphasis is on knowing what property is in the possession of contractors and decreasing the amount of GFP through sensible, documented decisions on furnishing, retention, taking title, etc. Emphasis is also on getting rid of property that is no longer needed. Contracting

Officers are cautioned against authorizing contractors to acquire general purpose equipment (e.g., computer equipment) and charging the costs directly to cost type contracts. Equipment purchased in this manner becomes the property of the Government and requires extensive tracking and management. The cost should be included in overhead.

Additional areas the PMAP will address:

Purchase Card Program.
Past Performance.
Partnering.
Integrated Product Teaming.
User Involvement in the acquisition process.
Industry Interface.
Workforce Empowerment.
Commercial Practices.
Modernization through Spares.
Contingency Contracting.
Competition Advocacy Program - innovations/improvements, goal achievement etc.
Methods used to improve foreign/international participation. Are we recognizing our MOUs and allowing participants to compete fully?
Identification and removal of barriers to customer satisfaction and methods of obtaining customer feedback.
Continuous process improvements to reduce the cost of purchasing and contracting cycle time.
Single Process Initiative (SPI) - What is being done to ensure communications and coordination between ACOs and buying commands.
Acquisition Reform incentives and awards programs.
Consolidation of Contracting Activities.
Bundling Buys.
Proper use of FAR Part 12 for acquisition of commercial supplies and services.
Preparation and verification of DD350s and 1057s - essential for proper tracking and assessment of metrics and for statutory reporting requirements.
Standard Procurement System (SPS) - What is being done in preparation for fielding at all PARC sites.
Undefinitized Contract Actions - Policies and procedures must be in place to hold people accountable for ensuring that contracts are definitized in a timely manner.